



Dispatcher

Grant County Sheriff's Office is recruiting for part-time Dispatchers. This position performs a variety of duties connected with the operation of Sheriff's Department Communications Center and the County Jail.

Minimum Qualifications

Education:

1. Graduation from high school or high school equivalency diploma
2. Technical training in telecommunications / radio preferred
3. Possession of an associate's degree in police science desirable

Experience:

1. Experience in law enforcement radio or telephone communications dispatching preferred
2. Ability to type 35 words per minute desirable

Note:

1. All appointees must successfully complete the Transaction Information Management Enforcement (T.I.M.E.) systems training during the probationary period
2. Must be able to work any shift, weekends or holidays
3. Equivalent combinations of job related education and experience may be considered

How to Apply: A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required and must be submitted to the following address.**

Grant County Personnel
111 S. Jefferson St.
PO Box 529
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Dispatcher

DEPARTMENT/ AGENCY: Sheriff Department

IMMEDIATE SUPERVISOR: Communications Supervisor

PAY RANGE: LTE

FLSA: Non-exempt

NATURE OF WORK

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MINIMUM QUALIFICATIONS

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5. Technical training in telecommunications / radio preferred
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Experience:

3. Experience in law enforcement radio or telephone communications dispatching preferred
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Knowledge, Skills and Abilities:

1. Knowledge of the boundaries of Grant County
2. Knowledge of Grant County roads and highways
3. Knowledge of Microsoft office products
4. Ability to receive and transmit calls accurately
5. Ability to operate a radio network and phone director
6. Ability to handle emergency calls quickly and efficiently
7. Ability to work under pressure
8. Typing ability
9. Ability to do mathematical computations
10. Ability to learn abstract codes needed to query computers via terminals
11. Ability to speak with a clear and distinct voice
12. Ability to work in a confined area for an extended period of time
13. Ability to spell and write legibly
14. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under direction

1. Receive and transmit orders and information to law enforcement, security, emergency, ambulance, health care, firefighting, highway maintenance and/or other organizations
2. Establish and maintain radio communications between department staff and emergency field units
3. Maintain records and prepare reports

4. Process complaints, reports of accidents or violations and refer to proper authorities
5. Receive state and federal civil defense calls and relay information to appropriate municipality
6. Perform daily testing of communications and other electronic monitoring equipment
7. Operate the Transaction Information Management Enforcement (T.I.M.E.) system
8. Respond to emergency situations in the law enforcement center
9. Perform jailer duties when necessary
10. Perform such other duties as may be assigned
11. AVAILABILITY TO WORK ANY SHIFT, WEEKENDS OR HOLIDAYS IS REQUIRED

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures.

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Work in general office setting. Requires extended periods of time entering and retrieving information on a computer. Dexterity in moving, picking up objects and operating office equipment is required.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 08/24/2014